



Executive Committee Agenda Packet

THURSDAY SEPTEMBER 15, 2016

10:00 a.m. to 12:00 p.m.

**CALIFORNIA WORKFORCE DEVELOPMENT BOARD
800 CAPITOL MALL, SUITE 1022
SACRAMENTO, CA 95814
(916) 657-1440**

**Governor
Edmund G. Brown, Jr.**

**Chair
Michael Rossi**

**Executive Director
Tim Rainey**



**CALIFORNIA WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE**



MEETING NOTICE

**Thursday, September 15, 2016
10:00 a.m. to 12:00 p.m.**

Tim Rainey
Executive Director

Michael Rossi
Chair

**California Workforce Development Board
800 Capitol Mall, Suite 1022
Sacramento, CA 95814
(916) 657-1440**

Edmund G. Brown, Jr.
Governor

Alternate Locations

CCSCE
385 Homer Avenue
Palo Alto, CA 94301
(650) 321-8550

Bishop-Wisecarver Group
2104 Martin Way
Pittsburg, CA 94565
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Public Affairs Management and Business
Development
7 Jackson Street
San Francisco, CA 94111
(415) 434-0305

Shorenstein
235 Montgomery Street, 16th Floor
San Francisco CA 94104

AGENDA

- 1. Welcome and Opening Remarks**
- 2. Public Comment**
- 3. Action Items**
 - a. Approve Meeting Summary of June 14, 2016
 - b. Revision of State Board Bylaws
- 4. Updates and Discussion**
 - a. WIOA Policy Updates
 - b. Regional/Local Planning Guidance
 - c. September 28th State Board meeting agenda
- 5. Other Business**

Meeting conclusion time is an estimate; meeting may end earlier subject to completion of agenda items and/or approved motion to adjourn. In order for the State Board to provide an opportunity for interested parties to speak at the public meetings, public comment may be limited. Written comments provided to the Committee must be made available to the public, in compliance with the Bagley-Keene Open Meeting Act, §11125.1, with copies available in sufficient supply. Individuals who require accommodations for their disabilities (including interpreters and alternate formats) are requested to contact the California Workforce Development Board staff at (916) 657-1440 at least ten days prior to the meeting. TTY line: (916) 324-6523. Please visit the California Workforce Development Board website at <http://www.cwdb.ca.gov> or contact Daniel Patterson (916) 657-1446 for additional information. Meeting materials for the public will be available at the meeting location.

Item 1. Welcome and Opening Remarks

Item 2. Public Comment

Item 3. Action Items

- a. Approve Meeting Summary of June 14, 2016
- b. Approve Bylaws Revisions

**CALIFORNIA WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING
JUNE 14, 2016**

MEETING SUMMARY

1. Welcome and Opening Remarks

Mr. Rainey welcomed the members and reviewed the agenda items.

Members Present:

Mike Rossi, Chair	Patrick Henning, Jr.
Pamela Kan	
Andre Schoorl	Carol Zabin
Steve Levy	John Brauer
Rob Redlo	Mike Gallo
Jeremy Smith	

Members Absent:

Van Ton-Quinlivan
Bill Camp
Richard Ruben

2. Public Comment

There was no other public comment.

3. Action Item

a. Approve Meeting Summary of June 14, 2016.

Mr. Schoorl made a motion to approve the minutes; seconded by Mr. Henning. All voted in favor. No discussion.

b. Local Board Recertification

- Mr. Rainey briefed this item. A full write-up is included in the agenda packet. It included three additional boards that had submitted the documentation for certification after the posting of the agenda packet: Motherlode WDB, South Bay WDB, and Ventura WDB. The following comments were made:

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JUNE 14, 2016**

MEETING SUMMARY

- Retaining South Bay WDB's conditional status until clarification can be obtained from them regarding their engagement with the labor community and nominations forwarded to the South Bay WDB for consideration. All agreed. South Bay WDB will not receive the full 2-year certification at this time.
- The Napa/Lake workforce area will be merging with the Marin workforce area. They are in the process of finalizing the local area modification, and that recommendation will be heard by the board at their meeting later this month.
- Mr. Henning provided a motion to approve, seconded by Mr. Smith. All in favor.

c. Credential Policy Framework

- Mr. Rainey briefed this item. The full write-up is included in the agenda packet. The following comments were made:
- There must be some active pushing or this will devolve to include only the community college system and should include others such as third party credentials and apprenticeships.
- The next step in this process is to accomplish an external validation process to determine their value in the labor market: job attainment, retention and advancement.
- Link credentials to educational/career pathways and applied learning for both low and middle skill/middle income earners.
- Mr. Henning offered a motion to approve with amendment, seconded by Mr. Gallo. All in favor.

4. Updates and Discussion

a. State Plan / Local and Regional Planning Guidance

- Mr. Rainey briefed this item explaining the purposes for the state, regional and local plans and how they tie together.
- Mr. Dan Rounds spoke to the approach used to develop the regional/local planning guidance, discussed the regional framework and supports that will be developed to help local boards plan in areas such as serving populations with barriers, building regional sector partnerships, development of career pathways, and best practices.

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b. Community Colleges Strong Workforce Program

- Tim provided an update on the work of this Taskforce.
- State Budget 2016-17 trailer bill language provides \$200 million for CTE programs.
- Funds are allocated/distributed- 40% to Community College Consortia and 60% to college districts.
- Planning and investment will connect to WIOA regional planning.
- The intent of regional planning is so that CTE offerings match regional demand.
- The language also requires the Academic Senate to create a CTE subcommittee (comprised of no less than 80 percent CTE faculty).

5. Other Business

Next State Board meeting will be held June 29, 2016, at the Sacramento Downtown Holiday Inn. There was some discussion regarding the meeting on the 28th with the Slingshot and Workforce Accelerator Fund teams. There was no other business, the meeting was adjourned.

Action Requested

The Executive Committee approves the revisions to the State Board's bylaws.

Background:

The State Board's bylaws, originally established in '2000, have undergone 3 previous revisions. These changes focused on the Board's membership and organizational structure. Following the passage of the federal Workforce Innovation and Opportunity Act and state enabling statues (AB 1270 (E. Garcia, Chapter 94, Statutes of 2015 and SB 45 (Mendoza, 2015), minor changes are again necessary to ensure the bylaws comport with the federal and state laws.

The additions and deletions are reflected in the attached bylaws.

Next Steps:

Following the Executive Committee's recommendation, the revised Bylaws will be posted for a 30-day period and then be presented to the full Board at its next regularly scheduled meeting for their final review and action.

Recommendation:

Approve the revision of the bylaws to enable posting for a 30-day period.

CALIFORNIA WORKFORCE INVESTMENT BOARD BYLAWS

ARTICLE ~~1~~¹: NAME

Public Law 113-128, ~~the Workforce Innovation and Opportunity Act (WIOA) of 2014~~
~~vestment Act (WIA) of 1998~~ requires that each state establish a state workforce
development investment board to carry out certain responsibilities related to the state's
workforce investment system. The California Workforce Development Investment
Board, hereinafter referred to as the State Board, was established through Executive
Order (D-9-99) and formalized through the enactment of state statutes in 2006.

ARTICLE II: PURPOSE

The State Board is the body responsible for assisting the Governor in the development,
oversight and continuous improvement of California's workforce investment system and
the alignment of the education and workforce investment systems to meet the needs of
the 21st century economy and workforce.
~~The State Board is the body responsible for assisting the Governor in the development,~~
~~oversight and continuous improvement of California's workforce investment system.~~

ARTICLE III: GOVERNANCE

The State Board shall reside within the California Labor and Workforce Development
Agency and shall report through its Executive Director to the Secretary of the Labor and
Workforce Development Agency.

ARTICLE IV: STATE BOARD MEMBERSHIP

Section I – Appointments

The members of the State Board are appointed by the Governor in conformity with Section 14012 of the California Unemployment Insurance Code. In addition, the Senate President Pro Tem shall appoint two legislative members, and the Speaker of the Assembly shall appoint two legislative members. The Governor may add additional members to those required by the California Unemployment Insurance Code.

Section 2 – Composition

A majority of the members of the State Board shall be private sector representatives. At least 15 percent of the membership shall be representatives from organized labor. The Chair of the State Board shall be selected by the Governor from among the private sector representatives.

Section 3 – Designees

Section 7.5 in the General Provisions of the California Government Code allows a Director of a State Department or a Secretary of a State Agency, either of whom is appointed as a member of a State body, to designate a deputy director of that Department or Agency, exempt from State civil service, to act in the Director's or Secretary's place. Each Department Director or Agency Secretary may have a designee, however only one designee may vote on behalf of the Department or Agency at any one meeting. If more than one designee is present for a meeting, the Chair will select which designee can participate in voting for that meeting. State Department Directors and Agency Secretaries must notify the Chair in writing of the names and titles of their designees prior to the designees' participation on the State Board.

Section 7.6 in the General Provisions of the California Government Code allows a Constitutional Officer to appoint a designee. A designee for a Constitutional Officer must be a deputy who is exempt from State civil service. Section 7.6 also allows a member of the California Legislature to name a designee. In addition, the California Constitution Article 9, Section 2.1, requires that the State Superintendent of Public Instruction designee be an individual from one of the following offices which are exempt from State civil service: the Deputy Superintendent of Public Instruction, or one of the three Associate Superintendents of Public Instruction. The Constitutional Officers must notify the Chair in writing of the names and titles of the designees prior to the designees' participation on the State Board.

Section 4 – Alternates and Proxies

Under no circumstances shall the State Board permit absentee or proxy voting at any of its proceedings.

Section 5 – Conflict of Interest

Members of the State Board are subject to a comprehensive body of state law governing conflict of interest. (*Government Code* §§ 81000-91014). Pursuant to State and federal law, the State Board has adopted and promulgated a Conflict of Interest Code. The State Board members, including designees, are required to file statements of economic interests with the State Board. The State Board staff will maintain copies on file and deliver the original statements of economic interests to the Fair Political Practices Commission. The statements of economic interests are governed by State law and include the specific kinds of financial information members of the State Board must disclose. Upon appointment, Board members are required to file an "Assuming Office" statement within 30 days of their appointment. Thereafter, Board members are required to file annual statements. Board members are also required to file "Leaving Office" statements upon vacating their position.

Section 6 – Resignation

A member may resign from the State Board by sending a written notice, which includes the effective date of resignation, to the Governor. The member must also send copies of that written notice to the Chair and the Executive Director.

Section 7 – Removal

The Governor has sole authority to appoint and to remove members of the State Board. The Chair, on behalf of the Executive Committee, may request the written resignation of any State Board member who fails, without good cause, to attend three consecutive State Board meetings or who otherwise demonstrates an inability or unwillingness to actively participate in the meetings, discussions, activities, and decisions of the State Board. In the event that such a member fails to submit a written resignation, the Chair, on behalf of the Executive Committee, may forward a written recommendation for removal to the Governor.

~~ARTICLE V: OFFICERS~~

The State Board shall have two officers: the State Board Chair (Chair) and the State Board Vice-Chair (Vice-Chair). The Chair shall be a member of the private sector appointed by the Governor and shall serve at the pleasure of the Governor.

The Chair shall call and preside at all State Board meetings and perform other duties as required by the State Board. The Vice-Chair shall act as Chair in the Chair's absence and perform other duties as required.

ARTICLE VI: COMMITTEES

Section 1 – Committee Structure

The State Board will operate with a committee structure comprised of standing committees, special committees, and ad hoc committees:

Standing Committees – are constituted to perform continuing functions and are permanent committees of the State Board. A standing committee is comprised of State Board members for purposes of voting. A standing committee shall have a minimum of five members in addition to the chair and the vice chair of the committee. A standing committee is established or discontinued through an amendment to these bylaws. With the exception of the Executive Committee, the Chair shall designate the chair, vice-chair, and members of a standing committee annually, subject to ratification by the full State Board. The committee chair shall be the presiding officer at all committee meetings. The committee vice-chair shall assume the duties of the committee chair in the committee chair's absence.

Special Committees – are assigned specific tasks and assignments by the State Board Chair. Membership may include State Board members and State and local partners, stakeholders, practitioners, and customers, all as voting members. Unless otherwise specified in the description of the committees adopted as part of these bylaws, the State Board Chair shall designate the chair, vice-chair, and members of each special committee, subject to ratification by the Executive Committee. The committee chair shall be the presiding officer at all committee meetings. The committee vice-chair shall assume the duties of the committee chair in the committee chair's absence.

Ad Hoc Committees – are informal workgroups, task forces, councils and other formal sub-groups comprised of State Board members, and/or State Board staff, and/or State and local partner, stakeholder, and practitioner staff. Ad hoc committees may be

established by the Chair, the Executive Director, or special committee chairs, and are not subject to ratification by the full State Board nor the Executive Committee. Ad hoc committees are time-limited and task oriented and are formed to develop work products for the State Board. Each Ad hoc committee shall remain in existence only as long as necessary to fully address the task with which it is charged.

Section 2 – Standing Committees

There shall be two standing committees of the State Board:

The Executive Committee – shall be chaired by the State Board Chair and shall consist of the Vice-Chair, ~~the chairs of the special committees,~~ the Secretary of the Labor and Workforce Development Agency (or the Secretary’s designee), and the Executive Director of the State Board. The membership of the Executive Committee shall reflect the membership of the full State Board with a minimum of one third private sector, one third labor organizations and one third governmental entities. The State Board Chair shall have the discretion to appoint additional members to the Executive Committee as deemed appropriate.

The Executive Committee shall meet at the call of the Chair, as required by State Board meetings, issues, activities, and workflow. It shall provide recommendations to the full State Board regarding ~~standing~~ committee assignments; coordinate the work of standing, special, and ad hoc committees; develop agendas for State Board meetings; and shall be empowered to take action on behalf of the full State Board in instances where urgency and time constraints do not permit items to be acted upon by the full State Board. All such actions and commitments shall be reported to the full State Board at its next regularly scheduled meeting.

The Green Collar Jobs Council – shall be comprised of appropriate representatives from the State Board’s existing membership and meet at the call of the Chair. The

Green Collar Jobs Council (~~GGJC~~) shall perform the duties and responsibilities specified in Sections 15002 - 15003 of the California Unemployment Insurance Code and shall report all actions to the full State Board at its next regularly scheduled meeting

ARTICLE VIII: MEETINGS

Section 1 – Board Meetings

The State Board shall conduct at least one, full, public meeting each year. It is the goal of the State Board, however, to conduct full State Board meetings three to four times each year and in such locations as will facilitate the work of the State Board and the participation of the public. Regular attendance at meetings is expected of each Board member. The meetings will be open and accessible to the public and will be publicly announced.

The State Board and its Committees may utilize technologies to promote greater participation among its members. Such technologies may include, but not limited to teleconference, webinar, and/or other web-based meeting tools. All meeting locations shall be publicly noticed and accessible to the public in accordance with the Bagley-Keene Open Meeting Act.

Section 2 – Board Quorum

A quorum is defined as a majority of the members appointed to the State Board. If a quorum is not present at a State Board meeting, the State Board may not vote or take action, but members in attendance may continue to meet for the purpose of discussion, including taking public testimony on agenda items.

ARTICLE VIII: CLOSED MEETINGS

A closed session of the State Board may be called to discuss personnel issues, pending litigation, or any other matters appropriate for a closed meeting under Government Code Section 11126. The Chair may call for a closed meeting, or a closed meeting may be called by any member, with a majority vote.

ARTICLE IX: PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern the State Board in all cases in which they are applicable and in which they are not inconsistent with these Bylaws, any special rules of order the Board may adopt, or any applicable State and federal laws and regulations.

ARTICLE X: CHANGES IN BYLAWS

These Bylaws may be amended or replaced and new Bylaws adopted by the approval of a majority vote by those members voting at a State Board meeting with a quorum present, provided that the amendment is not in conflict with any State and federal laws and regulations and had been noticed in writing to all State Board members 30 days in advance of any proposed action by the State Board.

Item 4. Discussion/Updates

- a. Infrastructure Funding Mechanism
- b. State Plan / Local and Regional Planning Guidance
- c. State Board Meeting Agenda

Item 5. Other Business